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DDA Memo, 4 Apr 77

11 December 1953

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Date: 23/3/78 By: 62L

MEMORANDUM FOR: Deputy Director (Administration)

THRU: Classification and Wage Division

SUBJECT: Consolidation of the Safehouse and the Acquisition Branch,
Real Estate and Construction Division, Logistics Office

1. PROBLEM:

The combination of the activities of the Safehouse Branch with those of the Acquisition Branch, Real Estate and Construction Division, Logistics Office.

2. FACTS BEARING ON THE PROBLEM:

- a. The activities of the Safehouse and the Acquisition Branch both deal with the acquisition of real property by the Agency.
- b. Due to security considerations, the safehouse files are maintained separately from the present Acquisition Branch files.

3. DISCUSSION:

At the time the Safehouse activity was transferred to Real Estate and Construction Division it was a complete operating unit that had, for security purposes, functioned apart from other real estate activities in the Agency. It was then considered best to continue it as a separate activity for a period of time and for that reason it was established as a separate branch of the Real Estate and Construction Division.

The consolidation of these two Branches will result in a more economical operation. While there will be no decrease in the number of positions in the consolidated T/O, a saving will result from the elimination of one GS 13 slot and the substitution of a GS 11 slot (See Annex III, Proposed Staffing).

As a security measure, safehouse files should continue to be maintained apart from other files of the consolidated branch.

While no formal sectionalization is proposed for the consolidated branch, the Realty Officer (position No. GS-1172 - 13 - 467) will direct the safehouse activity within the Acquisition Branch. The incumbents of two other positions (GS-1172 - 11, and GS-318 - 6 - 468) will also be assigned to this activity.

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4. CONCLUSIONS:

It is concluded that by maintaining separate safehouse files and by having the actual safehouse acquisition handled by employees who are assigned that specific responsibility, security requirements will be met as adequately as if handled by a separate organizational element.

It is further concluded that a more efficient and economical operation will result by having one organizational element responsible for all acquisition of real estate.

5. ACTION RECOMMENDED:

It is recommended that the following action be taken:

- a. The proposed combination of the Safehouse and the Acquisition Branches be approved.
- b. The proposed staffing of the Acquisition Branch be approved subject to classification action by the Classification and Wage Division.

Acting Management Officer

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ANNEXES:

- Annex I, Organisation Chart
- Annex II, Proposed Statement
of Functions
- Annex III, Proposed Staffing

CONCURRENCE:

Chief, Logistics Office

Date

O&M/JHP:ee (11 December 1953)